



Step Change - Information & Guidance

North Yorkshire & York

Community Renewal Fund



Community Renewal Fund – Application Guidance



UK Government

National Context

The UK Community Renewal Fund is a £220m investment to be delivered between September 2021 and March 2022. It is one of a range of measures introduced by the UK government as part of the transitions from European Structural Investment Funds (ESIF) to the UK Shared Prosperity Fund. It provides short-term revenue funding aimed at delivering the Government objectives of;

- Supporting a smooth transition from the UK's membership of the European Union
- Enabling innovation through pilot programmes and new approaches, which better support people and communities in need across the UK.
- A new way of working between the UK Government and places
- Levelling up and creating opportunity for people and places across the UK.

To achieve this, the government has identified the following four priorities;

- Investment in Skills
- Investment for local business
- Investment in communities and place
- Supporting people into employment.

For full details of the National prospectus for the Community Renewal Fund, including further guidance for applicants follow the link below;

<https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus/uk-community-renewal-fund-prospectus-2021-22>

Local Context

Each top tier local authority has been tasked with administering applications in their area and submitting proposals to government. This means that in our region, applications must be submitted to North Yorkshire County Council and City of York Council.

As part of the national programme, the government has identified “100 places” that will be prioritised as part of the scoring process. Two of these places are in North Yorkshire; Scarborough and Richmondshire. York has not been identified as a priority place by the government.

The government welcomes applications from all authorities, but has indicated that scoring will be weighted towards applications where 51%+ of the delivery will take place in a priority place.

NYCC have launched a prospectus that outlines their local priorities for the fund. Any appropriately constituted organisation aiming to deliver a “large” project is eligible to apply directly to NYCC. This is defined in the prospectus as projects over £100,000. There is a lot of information, including webinar recordings and booking information on [NYCC's Community Renewal Fund webpage](#).

Step Change Partnership

Your Consortium is delighted to be collaborating with The Two Ridings Community Foundation and NYCC's Stronger Communities programme to create an ambitious programme of activities for communities and voluntary sector organisations called Step Change.

Step-Change - UKSPF Readiness for communities and VCSE

Vision: A resilient and empowered North Yorkshire voluntary and community sector that is ready to deliver UKSPF



Programme Overview and Structure

- Step Change is an exciting new programme that will support the VCS in York and North Yorkshire to recover and rebuild from the pandemic and simultaneously prepare for the UK Shared Prosperity Fund.
- It is led by Your Consortium, with programme elements delivered by Two Ridings Community Foundation and NYCC's Stronger Communities utilising tried and tested models brought together for the first time to maximise impact.
- Delivered between September 2021 and March 2022, it will provide a holistic and coordinated injection of funds, training and support to VCS organisations to empower leaders and build resilient organisations.
- Provides an opportunity for up to 25 local organisations to deliver innovative projects around skills and employability and community conversations.

Programme Delivery and Outputs



Skills and Employability

- Partnership of 12-15 local organisations who deliver learning and skills provision.
- Opportunity to pilot new approaches to support people to upskill, remove barriers and move closer to employment.
- Will deliver a programme of learning and skills activities to unemployed or economically inactive learners in the community.



Community Conversations

- Led by NYCC's Stronger Communities team.
- Build capability and confidence for participatory engagement.
- Aims to support move from traditional service delivery to codesign, codelivery and coproduction.
- Will work with a range of partners to create projects that empower and engage communities on issues of local importance.



Step Change Grants Scheme

- Grants Programme for VCS in York North Yorkshire.
- Delivered by Two Ridings Community Foundation.
- Builds on the successful *Step Change* model already piloted in York.
- Flexible grants for activities that will provide a Step Change for VCS organisations.
- Can fund additional internal capacity and/ or external support.



Confident Futures

- The element includes organisational capacity building for UKSPF and personal leadership development
- Delivered by Two Ridings Community Foundation and Your Consortium
- Leadership training, skills development and action learning sets.
- UKSPF readiness workshops and follow up support

All activities underpinned by a model of co-production with guidance, feedback, support, and challenge to ensure the programme achieves its vision

Application Process Timescales

Key Dates	Activity
22 nd May 2021	CRF launch event and Partner application process launched
7 th May 2021	Deadline for receiving completed partner applications (5pm)
12 th May 2021	Applicants notified of outcome
13 th May 2021	Applications submitted to North Yorkshire County Council and City of York Council
18 th June 2021	Lead Authorities to submit applications directly to government
End of June	YCL notified if this project was included in NYCC and CYC submission
August 2021	Lead Authorities notified as to the success of their applications
1 st September 2021	Project delivery begins
31 st March 2022	End of programme – all delivery completed and grant defrayed

Who can apply?

Any organisation or business of any size that is able to deliver projects that contribute to one or more of the investment priorities of the fund and contribute to Local Authority strategy. Sole traders and individuals are not able to apply for funding, however are eligible to benefit from project delivery.

We are particularly interested to hear from organisations with a strong local presence in either York or North Yorkshire and an established track record of delivering here. You do not need to be based in the region, but do need to be able to mobilise quickly. The partnership is open to organisations from any sector who have a strong track record of working at a community level.

How much can you apply for?

Partner can apply for programmes under both the Skills and Employability strand of the programme and the Community Conversations. Funding available for each is:

- Skills and Employability – Grants between £5,000 - £20,000
- Community Conversations – Grants between £5,000 - £20,000

A single application can therefore range between **£5,000 - £40,000** (if applying for both strands).

What kind of activities can the Community Renewal Fund support?

Skills and Employability

The UK government have provided a number of examples of activities they may fund as part of this programme. Below are some of the relevant examples that relate to skills and employability. This is not an exhaustive list though and if you have a project that will support one of the outcomes set by government, we're excited to hear it.

- **Enabling innovation through pilots** - The UK Community Renewal Fund will support our communities to pilot programmes and new approaches ahead of the UK Shared Prosperity Fund. Through these pilots, we want to unleash new ideas and pilot programmes to better support people and communities in need across the UK. We want to support innovative

responses to local challenges and local need across the UK, spanning urban, rural and coastal areas. We want to use the UK Community Renewal Fund to test greater integration of types of interventions and greater flexibility between investment themes than under EU structural funds.

- **Promoting the advancement of digital skills and inclusion** – for example supporting the development of digital skills for digitally excluded individuals, especially where digital exclusion presents a barrier to employment, building confidence in application of basic and advanced digital skills and promoting safety and awareness online.
- **Supporting people to engage with local services which support them on their journey towards employment** – such as bringing together multi-agency teams to join up a variety of services around an individual to address the variety of barriers to employment they may face; or key-worker support to connect individuals with existing public or voluntary provision.
- **Identifying and addressing any potential barriers these individuals may face in gaining employment or moving closer to the labour market** – such as the use of key-worker support to work with beneficiaries to identify barriers to employment; working with and connecting individuals to the most appropriate services throughout the employment journey.
- **Raising aspirations, supporting individuals to access Plan for Jobs employment support, jobs and find sustainable employment** – such as providing holistic support to address the long-term barriers to employment including but not limited to: support for alcohol and drugs interventions, skills for life such as timekeeping, confidence building and, employability support, including work experience, CV writing or interview preparation.
- **Supporting people to gain the basic skills they need to develop their potential for sustainable work** – such as English, Maths, Digital and English for Speakers of Other Languages skills and training courses. Other suitable provision could include support intended to develop communication, interpersonal and presentation skills.
- **Testing what works in helping people move towards work** – such as testing new initiatives which support people along the employment journey to understand how different interventions, or targeting approaches, can maximise the effectiveness of employment programmes aimed at those furthest from the labour market.

Community Conversations

The Community Conversations strand has been less defined by government and fits more into the “innovative pilot” element of their description. We are looking for partners who have an established trusting relationship with local communities who would like to further develop their participatory engagement skills and pilot a project to have a meaningful series of “community conversations.”

Communities may be geographical or thematic and can cover all ages. We have identified a number of community engagement methodologies that you may choose to use for this project, though you are welcome to use a different methodology if you would like. Identified methodologies are:

- Asset Based Community Development
- Social Action Labs (Community Organisers)
- Place Standard Tool
- Participatory Cities approach
- CommonGround
- Community Well-being Index

As part of your application, we will ask you which of these methodologies you plan to use for your project as well as given you space to add your own. We also ask if you would be interested in accessing

training to learn more about any or all of the methods identified. This training will be sourced centrally by the Stronger Communities team and you do not need to include funding towards this in your budget.

Community Conversations should be based on issues of importance to their community and build capability within services that enables a change of culture from one of a traditional service delivery model to one that confidently embeds principles of co-design, co-delivery and co-production.

What items can be funded?

The UK Community renewal Fund will predominantly fund revenue costs (90% revenue and 10% Capital).

Revenue costs include;

- Staff costs – salaries and contractual benefits, national Insurance and superannuation contributions
- Costs of business travel, subsistence and accommodation
- Contractors and consultants procured to deliver project activity or feasibility studies
- Costs of materials
- Marketing and publicity costs
- Grants provided to end beneficiaries
- Training participant costs e.g. allowances and travel expenses
- Dependent care costs of training participants
- Small items of equipment (up to £1,000 or 10% of your budget)

Application form overview

The table below provides an overview for the Community Renewal Fund application form, including the weighting of each questions and any maximum word limits. This is included to help you plan the completion of your form. More detailed guidance is provided below for each question.

Part 1 – all applicants			
No	Question	Word count	Marks available
1	Organisation details	300	-
2	Tract record	300	5
3	Financial monitoring	300	5
4	Payment model	-	-

Part 4 – all applicants			
	Declaration	-	-

Part 2 – Skills and Employability or Part 3 – Community conversations			
No	Question	Word count	Marks available
1	Delivery Overview	-	-
2	Project Summary	500	10
3	Deliverability	300	5
4	Indicators, outputs and outcomes	-	-
5	Budget	-	-
6	Value for money	300	5
Total marks available			30

Application Form – detailed guidance

All organisations applying to be included in the Step Change Community Renewal Fund project must complete parts 1 & 4, and either one or both of parts 2 & 3.

Part 1

1. Organisation Details – Unscored question

Please complete all fields of this section. Where No has been answered for any of the due diligence questions, a reasonable explanation will need to be given for the application to pass the sifting phase.

2. Track Record – Scored Question (300 words – 5 marks)

This is your opportunity to outline any previous relevant experience you have of delivering similar project over a short timescale. It is important that examples are included to support your answer, and that information and supporting examples cover your organisation's role within the project, performance, delivery of short-term projects, and any other relevant information.

It is important to acknowledge lessons learned and where you may have experienced struggles delivering short-term contracts in the past, how will these lessons ensure that you don't experience these struggles this time. What will you do differently to ensure success?

Where you have a limited or no track record, your application will still be considered and scored accordingly. We need to ensure that all partners that are successful in being included in our partnership bid can deliver their projects, in this time frame. Please explain how you intend to deliver your project with evidence to support your response, e.g. this could include your staff skills and experience, activity plans and processes you have developed to enable you to manage and deliver a project within these requirements.

3. Financial Monitoring and Record Keeping – Scored question (300 words – 5 marks)

We recognise that providing project monitoring and evidence of financial spend can be time consuming and difficult for small organisations, especially if they have not got systems in place to do this. This question asks you to tell us about the financial monitoring and record keeping you have in place so we can assess if these will be robust enough for this type of project. Please include information about any accounting or bookkeeping systems you use, your financial processes and controls and how you will ensure you have all the required evidence for the money you spend.

4. Payment Model – Unscored question

The payment model being proposed follows the UK government payment model; 50% of the total grant at commencement of the project and the other 50% after completion.

We are keen to understand if this is viable for delivery organisations and this question gives you the opportunity to tell us of it is viable for you. It is important that we understand if partners can cashflow their projects – even if it is only a small proportion. If we are successful, YCL will liaise with North Yorkshire County Council and the City of York Council to see if any arrangements can be made to help with the cashflow of our projects.

This is not a scored question – it is for information only. Partners that are unable able to cashflow their projects based on the current funding model will not be penalised.

Part 2 – Skills and Employability

Part 3 – Community Conversations

Parts 2 and 3 relate to the 2 different strands you may be applying for. You only need to complete the one that is relevant for your application or if you wish to apply for both strands, you can complete both.

1. Delivery Overview – Unscored question

Please indicate which districts you will be delivering your project in. As a partnership we are looking for a minimum of 51% our provision to be delivered in Scarborough and Richmondshire – these two districts have been identified as 2 of the priority 100 groups, and a maximum of 49% delivered across Craven, Hambleton, Harrogate, Ryedale and Selby. Please ensure that you select all delivery districts that apply.

It is OK if your project does not offer provision in either of the priority districts, your application will still be considered.

A separate application will be sent to the City of York Council for projects that are to be delivered in York.

2. Project Summary – Scored Question (500 words – 10 marks)

This is the opportunity to explain your project, you should include information about what your project aims to achieve. You should include how it will support individuals or communities and how it will address the current and emerging local skills needs.

The summary should address all of the following;

- Who are the beneficiaries, organisations or communities you are hoping to engage with and how have you/will you identify them?
- Do you have an engagement plan that will enable you to begin delivery straight away?
- What are your key milestones – these should be both realistic and achievable?
- What provision will you be delivering – what makes it different/more accessible to provision/activities that are already available to your community.

What do you hope to achieve as a result of delivery and what is the intended impact of your project? – How will these be measured?

For Community Conversations, there is a second part to this question, which asks you to identify the engagement methodology you plan to use. This should be reflected in the project summary you have given above. We also ask you to indicate if you would be interested to attend training on this or other methods. Training will be available and funded centrally – there is no need to include these costs in your project budget in section 4.

3. Deliverability – Scored Question (300 words – 5 marks)

With the short timescales for this project, it is important that we establish each organisations readiness to deliver. As a partnership we must be confident that we are able to meet these timescales and meet all deliverable requirements.

Please tell us the process you have in place to enable success project delivery. Are you confident that you are able to begin delivery on 1st September 2021, complete your project 31st March 2022 ensuing that all deliverables have been met and meeting any financial and project monitoring requirements?

Please let us know about the skills within your organisation, staff capacity and any relevant organisational systems that will enable you to begin this programme in September.

4. Indicators, Outputs and Outcome – Unscored question

This section has been designed using the technical notes for applicants [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972988/UKCRF Technical Note for Project Applicants and Deliverers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972988/UKCRF_Technical_Note_for_Project_Applicants_and_Deliverers.pdf)

Please complete all fields that are relevant to your project.

Please ensure that you set realistic and achievable indicators, outputs, and outcomes. We are yet to receive guidance regarding the outputs of the project, however, please ensure that those you identify are directly linked to the provision you will be delivering.

For applications hoping to deliver skills and employability – please ensure that you deliver from **at least one** of the core descriptors identified in the outcome indicator table.

For applications hoping to be included in the Community Conversations, please include an indication of the number of organisations you will work with as part of your project and aim to create longer term links with in terms of transferring ideas. You do not need to name these organisations now, but there will be a requirement to provide evidence of during the project.

5. Budget – Unscored question

Please complete all fields of the budget section of this form. Please ensure that you complete the section relevant to your project offer.

The maximum value for each section (Skills and Employability and Community Conversations) should be no more than £20,000.00. For partners wishing to deliver across both partnerships, the total funding requested should not exceed £40,000.00.

Please refer to the ‘What we can fund section’ above, when completing your project budgets.

6. Value for Money – Scored Question (300 words – 5 marks)

This is your opportunity to tell us about how your application represents good value for money. This should reference the indicators, outputs, and outcomes you intend to achieve and any added value, match funding or in-kind contributions that will be made as part of this project. You can also use this section to give extra information about things included in your budget.

Part 4

Declaration

Please complete the form by putting your name and date in the declaration box. As applications are being submitted electronically, it is not necessary to add a signature.

Please return your completed form via email to elyons@yourconsortium.org no later than **5pm on Friday 7th July 2021**.

If you have any questions please contact Emma Lyons, Programmes Manager on 01423 795305 or e-mail elyons@yourconsortium.org